

JOB DESCRIPTION

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| Job Title | Swimming Teacher |
| Job Reference Number | YT2625 |
| Closing Date | Friday 26 June 2026 |
| Interview Date | Monday 6 July 2026 |
| Location | Middleton Arena |
| Pay Band | Band 3, £29,877 per annum (pro-rate for part time) / £15.49 per hour |
| Hours of Work | Various evening and weekend hours available |
| Accountable To | General Manager, Deputy General Manager, Assistant Manager |
| Accountable For | Not Applicable |
| Special Conditions | The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role. |

1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. This includes delivering swimming lessons, in line with STA Guidance, to a range of learners from babies to adults as part of the Your Trust Swim Academy.

2. DUTIES AND RESPONSIBILITIES

- a) To plan, prepare and deliver a range of swimming lessons to all ability groups in line with the current swimming development programmes;
- b) To provide information and feedback to Parents and Swim Co-ordinators regarding learners swimming lesson performance;
- c) To record and maintain records on attendance, performance and progress of swimmers;
- d) To evaluate swimmers in line with the agreed policies of assessment;
- e) To deliver Water Safety Classes in line with the National Curriculum Award;
- f) To follow agreed guidelines relating to swimming programmes;

- g) To be responsible for the setting up, clearing away of equipment in accordance with health and safety regulations and centre operating procedures;
- h) To be polite, friendly, courteous and helpful at all times and deal with basic enquiries from customers and members of the public appropriately;
- i) To undertake other such duties and responsibilities of an equivalent nature as may be determined by your Line Manager including providing cover as necessary in the absence of staff;
- j) To work at other Your Trust venues as required to which advance notice and training will be provided if required;
- k) To wear the Your Trust issued uniform and ID badge at all times and to ensure the uniform is kept presentable.

3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
 - b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
 - c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
 - d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
 - e) Relationships - To promote positive working relationships with all internal and external parties ensuring adherence to the Customer Charter and Staff Code of Conduct.
 - f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.
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PERSON SPECIFICATION

Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

| Qualifications and Experience | Essential / Desirable | Identified By |
|---|-----------------------|---------------|
| Qualified to Level 2 STA Swimming Teachers Award or Certificate or Swim England Qualification Level 2 Teaching Swimming | E | A / I |
| Experience of teaching swimming at a variety of levels and with all ages | E | A / I |
| Hold National Rescue Test for Swimming Teachers (NRASTC) or National Pool Lifeguard Qualification (NPLQ) | E | A / I |
| Qualified to GCSE Grade D / 3 or above in Maths and English | D | A / I |
| Hold Emergency First Aid or demonstrate commitment and ability to achieve within 3-6 months | D | A / I |

| Skills and Knowledge | Essential / Desirable | Identified By |
|---|-----------------------|---------------|
| Ability to develop positive relationships with stakeholders, partners and members of the public | E | A / I |
| Friendly, outgoing person who likes to work with different clients | E | A / I |
| Ability to follow laid down procedures, work under pressure and without constant supervision | E | A / I |
| Ability to work within a team with common objectives. | E | A / I |
| Excellent communication; both oral and written and excellent interpersonal skills | E | A / I |
| Excellent time management skills | E | A / I |
| Awareness of health and safety | D | A / I |

| Special Working Conditions | Essential / Desirable | Identified By |
|--|-----------------------|---------------|
| Able to work flexibly including evenings, weekends and Bank Holidays | E | A / I |

| Special Working Conditions | Essential / Desirable | Identified By |
|---|--------------------------|------------------|
| Demonstrate commitment to Your Trust Values of Care, People Focused, Inclusive and Excellence | E | A / I |
| High standards of personal presentation and appearance | E | I |
| Full UK driving licence or ability to travel around the Borough | D | A / I |

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|------------------------------|--|
| Post Holder Name | |
| Post Holder Signature | |
| Date | |

Version: January 2023

Completed By: Director for Operations, Commercial and Wellness